NC E-Procurement Upgrade
Open Transaction Management Summary

Transition Period - Open Transaction Processing
· Agencies will need to address open transactions during the transition period between go-live and before the old NC E-Procurement system is restricted to read-only access on September 27, 2012.
· Agencies will need to complete open transactions in the current system or re-enter them in to the new NC E-Procurement system.
· On September 27, 2012, the current system will become "read only" and all remaining open transactions will be automatically closed and associated encumbrances released
· The table below summarizes the basic NC E-Procurement transaction types and the actions that agencies should take to address open transactions in the old NC E-Procurement system.
· Questions should be directed to the NC E-Procurement Helpdesk at 888-211-7440, Option 1 or ephelpdesk@its.nc.gov.

#	Transaction Type and Scenario	Required Action before September 27, 2012	NCAS Results
1	· Goods Purchase Order in 'Ordered' or 'Receiving' status. · Transaction will be fully received before September 27, 2012 deadline.	· No Action Required as the transaction will be completed before September 27, 2012.	· Receipts will be updated in NCAS. · Agency continues to pay against order / encumbrance from NCAS.
2	· Goods Purchase Order in 'Ordered' status. · Transaction will be NOT be fully received before September 27, 2012.	· User cancels Purchase Order in the old NC E-Procurement system. · User creates a new purchase order in the new NC E-Procurement system.	· Original Encumbrance is canceled. · New Encumbrance is created in NCAS for the order created in the New NC E-Procurement system. · Agency pays against new order from NCAS as they are invoiced.
3	· Goods Purchase Order in 'Receiving' status. · Transaction will be NOT be fully received before September 27, 2012.	· User Creates a change order in the old NC E-Procurement system to reduce the amount to the amount that has or will be received before September 27, 2012. · User creates a new order in the new NC E-Procurement sytem for the remaining amount if necessary.	· Original Encumbrance is reduced to the amount of the Change Order. · Agency continues to pay against old order from NCAS as they are invoiced. · New Encumbrance is created in NCAS for the order created in the New NC E-Procurement system. · Agency pays for remaining amount against new order from NCAS as it is invoiced.
4	· Purchase Order with both Goods and Service Lines · Transaction will be NOT be fully received before September 27, 2012.	· Transaction must be treated as a Goods order as the order requires that some items be received. · See action for Goods transactions in rows above.	· Transaction must be treated as a Goods order as the order requires that some items be received. · See action for Goods transactions in rows above.

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· Agencies will need to complete open transactions in the current system or re-enter them in to the new NC E-Procurement system.
· On September 27, 2012, the current system will become "read only" and all remaining open transactions will be automatically closed and associated encumbrances released

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#	Transaction Type and Scenario	Required Action before September 27, 2012	NCAS Results
5	· Services Purchase Order in 'Ordered' status. · No Multi-year Indicator Lines. · Transaction will be be completed / fulfilled before September 27, 2012.	· No Action Required as the transaction will be completed before September 27, 2012.	· Encumbrance will not be updated in NCAS. · Users can pay against order from NCAS as they are invoiced.
6	· Services Purchase Order in 'Ordered' status. · No Multi-year Indicator Lines. · Transaction will not be completed / fulfilled before September 27, 2012. · Transaction will not need to be changed before it is completed/fulfilled.	· No Action Required. · Transaction can be left as-is in the old NC E-Procurement system assuming it will not need to be changed or canceled.	· Encumbrance will not be updated in NCAS. · Agency continues to pay against old order from NCAS as they are invoiced. · If the order needs to be closed or cancelled, it will have to be handled with the vendor offline and closed to invoicing directly in NCAS.
7	· Services Purchase Order in 'Ordered' status. · No Multi-year indicator lines. · Transaction will not be completed / fulfilled before September 27, 2012. · Transaction may need to be changed in the future. · No Services have been received or invoiced in NCAS.	· User cancels the purchase order in the old NC E-Procurement system. · User creates a new purchase order in the new NC E-Procurement system.	· Original Encumbrance is canceled. · New Encumbrance is created in NCAS for the order created in the New NC E-Procurement system. · Agency pays against new order from NCAS as they are invoiced. (If an order has been invoiced/paid in NCAS but not updated in NC E-Procurement, it cannot be closed within NC E-Procurement as the two systems are not in sync.)

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· On September 27, 2012, the current system will become "read only" and all remaining open transactions will be automatically closed and associated encumbrances released

· The table below summarizes the basic NC E-Procurement transaction types and the actions that agencies should take to address open transactions in the old NC E-Procurement system.

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#	Transaction Type and Scenario	Required Action before September 27, 2012	NCAS Results
8	· Services Purchase Order in 'Ordered' status. · No Multi-year Indicator Lines. · Transaction will not be completed / fulfilled before September 27, 2012. · Transaction may need to be changed in the future. · Services have been received in NC E-Procurement or invoiced/paid in NCAS.	· User Creates a change order in the old E-Procurement system to reduce the amount to the amount that has or will be fulfilled before September 27, 2012. · User must reference NCAS to determine what has already been invoiced/paid. OR · User can close the transaction to invoicing directly in NCAS. · User creates a new order in the new E-Procurement system for the remaining amount if necessary.	· Original Encumbrance is reduced to the amount of the Change Order. OR · Remaining encumbrance is released if the transaction is closed to invoicing. · New Encumbrance is created in NCAS for the order created in the New E-Procurement system.
9	· Services Purchase Order in 'Ordered' status. · Order contains Multi-year indicator lines. · Line item for this fiscal year will be completed / fulfilled before September 27, 2012.	· User creates a change order in the old NC E-Procurement system to remove the future year line items. · User then creates a new order in the new NC E-Procurement system for the future year line items.	· Original Encumbrance is reduced to the amount of the Change Order. · Future Year Encumbrance entries are deleted. · Agency continues to pay against existing order / encumbrance for the current fiscal year. · New Encumbrance / Fiscal Year entries are created in NCAS for the order created in the new NC E-Procurement system.
10	· Services Purchase Order in 'Ordered' status. · Order contains Mult-year Indicator Lines. · Line item for this fiscal year will not be completed / fulfilled before September 27, 2012.	· User Creates a change order in the old NC E-Procurement system to reduce the amount of the active line item to the amount that has or will be fulfilled before September 27, 2012, AND remove the future year line items. · User must reference NCAS to determine what has already been invoiced/paid. · User Creates a new order in the new NC E-Procurement system for the remaining amount of the active line and the future year line items.	· Original Encumbrance is reduced to the amount of the Change Order. · Agency continues to pay against existing order / encumbrance as necessary. · New Encumbrance/Fiscal Year entries are created in NCAS for the order created in the new NC E-Procurement system.

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· On September 27, 2012, the current system will become "read only" and all remaining open transactions will be automatically closed and associated encumbrances released

· The table below summarizes the basic NC E-Procurement transaction types and the actions that agencies should take to address open transactions in the old NC E-Procurement system.
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#	Transaction Type and Scenario	Required Action before September 27, 2012	NCAS Results
11	· Services Purchase Order in 'Ordered' status. · Order contains Multi-year indicator lines. · Transaction will not be completed / fulfilled before September 27, 2012. · Transaction will not need to be changed before it is completed/fulfilled.	· No Action Required. · Transaction can be left as-is in the old NC E-Procurement system assuming it will not need to be changed or canceled.	· Encumbrance and Future Year lines will not be updated in NCAS. · Agency continues to pay against old order from NCAS as they are invoiced. · If the order needs to be closed or cancelled, it will have to be handled with the vendor offline and closed to invoicing directly in NCAS.

NC E-Procurement Upgrade
Open Transaction Management Summary

Read Only System Lockdown - Close Action

· On September 27, 2012, the old NC E-Procurement system will become "read only" and all remaining open transactions will be automatically closed* and associated encumbrances released (*with the exception of agency designated service orders).

· The NC E-Procurement team will execute automated tasks to replicate the user action that would need to be completed to complete or close the open transaction in NC E-Procurement and NCAS.

· The table below summarizes the transaction types that will be closed, the action that will be taken automatically, and the results in NCAS and NC E-Procurement.

· Questions should be directed to the NC E-Procurement Helpdesk at 888-211-7440, Option 1 or ephelpdesk@its.nc.gov.

#	Transaction Type and Scenario	Close Action	NCAS Result	NCEP Result
1	· Goods Purchase Order in 'Ordered' status	· Purchase Order will be automatically canceled in NC E-Procurement.	· Purchase Order / Encumbrance will be canceled and released.	· Cancel Order will be sent to Supplier · Order will be in 'Canceled' status
2	· Goods Purchase Order in 'Receiving' status.	· A change order will be automatically submitted and fully approved in the NC E-Procurement system to reduce the amount to the amount that has already been received.	· Purchase Order / Encumbrance will be reduced to the amount already received. · If the PO has not been fully invoiced the remaining encumbrance will still exists in NCAS.	· Change Order will be sent to Supplier · Order will be in 'Received' Status
3	· Services Purchase Order in 'Ordered' status. · Service Order has not been invoiced/paid in NCAS. · NOTE - Agencies will have an opportunity to specify which Service Orders should stay open.	· Purchase Order will be automatically canceled in NC E-Procurement.	· Purchase Order / Encumbrance will be canceled and released.	· Cancel Order will be sent to Supplier · Order will be in 'Canceled' status
4	· Services Purchase Order in 'Ordered' status. · Service Order has been invoiced/paid in NCAS. · NOTE - Agencies will have an opportunity to specify which Service Orders should stay open.	· No Action will be taken. · This transaction cannot be updated from NC E-Procurement as the transaction is not in-sync with NCAS. · Users will not be able to update or complete this transaction from E-Procurement after Semptember 27, 2012. Any changes will need to be handled directly with the supplier and in NCAS.	· No Change	· No Change